

CLASSIFICATION: REGIONAL PARK SUPERVISOR

Class Code: 7591-24

Date Established: 09-28-92

Occupational Code: 5-3-3

Date of Last Revision: 12-12-13

BASIC PURPOSE: To coordinate and supervise operations and maintenance activities at a group of year-round and seasonal parks and historic sites located within a geographic region of the state.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Coordinates and supervises operations of parks, historic sites and wayside areas in geographic regions of the state and delegates the operation and maintenance to park staff.
- Compiles and submits personnel and equipment budget for a geographic region.
- Monitors revenue and costs, allocates resources, and seeks to maximize park financial performance through the achievement of business goals.
- Reviews data and reports in order to make recommendations relative to expansion plans, equipment distribution, park facility utilization, budget request, and staffing.
- Coordinates contract work with agency engineers, private contractors, and government organizations.
- Coordinates the hiring and training of employees who operate and maintain various park facilities in the region, and delegates supervisory and program responsibilities to park managers in an assigned geographic region, including training personnel and overseeing daily operations.
- Explains long range goals and policies of agency and explains and enforces park policies, program rules, and regulations to public and resolves operational problems in state parks in the region.
- Monitors enforcement activities, collection of fees, and parks programs to ensure state, federal, and local, rules, regulations and ordinances are adhered to.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system-wide policies and procedures.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires reviewing summaries and reports and making decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

Complexity: Requires coordinating a combination of diverse job functions in order to integrate professional and technical agency goals. This level also requires considerable judgment to implement a sequence of operations or actions.

Independent Action: Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in parks management, forestry, outdoor recreation, natural resource management, hospitality, or related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in parks, outdoor recreation, or hospitality industry, three years of which must have been in a lead position in management, to include experience with budgets and achieving specific financial performance outcomes, and three years of which must have included the supervision of employees. Each additional year of approved work experience may be substituted for one year of required formal education.

LICENSE/CERTIFICATION: Must have a valid driver's license for statewide travel.

SPECIAL REQUIREMENTS:

1. Must have the ability to communicate with the public in a courteous, diplomatic, and professional manner.
2. Must be able to work evenings, weekends and holidays.
3. Must be able to do light to medium work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching, climbing, or bending; must have ability to lift or move objects up to 50 pounds as needed.
4. Must be able to operate machines or equipment in all types of weather conditions.
5. Must be able to work outdoors with exposure to adverse or disagreeable weather conditions as required.
6. Must be willing to attend training on proper safety handling and protocols in preparation for possible exposure to cleaning agents and blood borne pathogens.
7. Must be able to develop and use spreadsheets to perform budgeting and financial analysis.

RECOMMENDED WORK TRAITS: Thorough knowledge of the policies, programs and procedures of park operation and maintenance. Thorough knowledge of general construction and repair methods and the proper utilization of the tools, materials and equipment used in structure and grounds maintenance. Considerable knowledge of the principles and practices of administration and specific knowledge of budgeting and procurement procedures as they relate to park operations. Considerable knowledge of public relations programs as they concern recreation areas. Ability to read and interpret plans and engineering drawings and to supervise contract work within parks. Ability to appear before the public and deal courteously with the public in explaining and enforcing park policies, programs, rules and regulations. Ability to plan and supervise the work of others. Ability to establish good working relationships with other state agencies. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.